



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
E mail: www.santafecountynm.gov

Community Re-Entry Specialist

Department/Division:	Public Safety/Correction	
Salary:	\$23.9361/hr - \$35.9042/hr	Range: 38
Position Status:	Full-Time/Term	
FLSA Status:	Exempt	
Closing Date:	October 31, 2016	
Job #:	10-2016-018	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

To coordinate the successful community re-entry and appropriate clinical services for clients discharged from the Santa Fe County Adult Detention Facility.

Essential Job Functions:

- Works closely with the Adult Detention Facility (ADF) Re-Entry Staff, Behavioral Health staff, and the Community Services department to promote health care needs and aftercare needs during, prior and after incarceration for qualified inmates.
- Oversees various functions regarding the health and aftercare needs of detainees leaving the Santa Fe County Adult Detention Facility which assist the detainee in transitioning into the community. The position will work with Community Services Leadership and will report directly to the Behavioral Health Director at ADF.
- Coordinate efforts that insure that detainee's transitioning back into the community have been enrolled in Medicaid or comparable health insurance programs through the Health Insurance Exchange prior to release from incarceration to assist in transition from the ADF to the community.
- Collect, enter, and analyze data on the number of discharged clients enrolled in Medicaid or other comparable health insurance program.
- Work cooperatively with ADF Re-entry Staff, Behavioral Health Staff, and Community Services Staff who are working to ensure residents have access to external behavior health and medical services and health insurance.
- Develop and implement a system of discharge planning that provides a mechanism for discharged inmates to have knowledge and access to pertinent community based services, including housing and other necessary support services.
- Coordinate the implementation of an opioid overdose prevention education service model to include the dispensing of Narcan rescue kits upon release, targeting detainees at risk of opioid overdose.
- Participate in weekly re-entry specialist meetings by sharing observations and recommendations regarding the facility, participants and staff in order to identify and solve problems to function as a unified team.
- Maintain confidentiality of participants' protected health information and follow HIPAA procedures.
- Develop monthly reports with data on positive clinical outcomes, recidivism, health insurance enrollment and overdose prevention service delivery.

Knowledge / Skills :

- Must demonstrate knowledge of moderate to severe mental illness, common health-related needs including substance use/opiate addiction, and overdose prevention.
- Must be able to communicate with clients in an open, non-judgmental manner using non-technical language;
- Knowledge of the Medicaid system in New Mexico and other insurance knowledge. PEEMOSA training preferred.
- Ability to effectively interact with others; communicate verbally; plan; schedule and train; react quickly and appropriately to emergency situations and possess sufficient organization skills to keep work flowing in an orderly and timely manner.

Minimum Qualifications

- Master's degree in Social Work, Psychology, or Counseling and a minimum of three years of experience performing duties relevant to the essential functions and primary purpose identified herein. Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year experience.
- Must possess an Independent License (i.e.: LISW, LPCC, LMFT)
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent shall be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Office setting in the community and sometime will be spent at the Adult and Youth Detention center setting. Office areas are well illuminated and are relatively quiet. Frequent standing, walking, sitting, bending, lifting (25lbs max.), must be able to deal effectively and therapeutically with dysfunctional behavior; plan and implement therapy programs. Communicate verbally and in writing. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. Work is primarily in an office environment. Some fieldwork may be required in various weather conditions. Incumbent will be subject to random pat down searches. May be required to work evening and weekend hours. Manual and finger dexterity required. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**